

**Authority**

7 CFR 226.6(b)(1)  
7 CFR 226.6(b)(1)(iv)  
7 CFR 226.6(b)(2)  
7 CFR 226.6(b)(2)(vii)(A)(2)  
7 CFR 226.6(b)(3)  
7 CFR 226.6(f)  
7 CFR 226.15(b)  
7 CFR 226.16(b)(8)  
7 CFR 226.18(b)

**300. New Sponsors**

A non-profit institution can apply to the Arizona Department of Education to become family child care home sponsoring organizations. The institution would have to comply with the application process that has been established by the Child and Adult Care Food Program (CACFP).

**1. Initial Request**

Upon inquiring about becoming a Family Child Care Home (FCCH) sponsor, the CACFP specialists will set up an individual training session with the non-profit institution to discuss the details regarding performance standards. In addition the specialist will discuss program policy such as:

- Fingerprinting
- Staffing
- Training
- Types of home approval
- Inspections
- Monitoring
- Tiering
- Edit checks
- Provider agreements/applications/files
- Nutrition
- Provider appeal policy
- Application packet

**2. Application Packet**

When applying to become a FCCH sponsor, the applicant must submit an application packet that will consist of the following:

- Sponsor Information
- Budget Instructions
- Management Plan
- Press Release
- Child Enrollment Application
- Home Enrollment Application

- Home Provider Form
- Home Monitoring Form
- Sponsor/Provider Agreement
- Procurement Standards
- Civil Rights Self Evaluation
- Civil Rights Data Collection
- IRS 501(c)(3)
- Outside Employment Policy
- Income Applications
- Rates
- Board of Directors Letter (2)
- AA Standards
- Food Service Agreements (2)
- Targeted Unserved/Underserved areas with Supporting Statistics
- Names/address/phone numbers of Interested Providers Not Currently on CACFP
- Appeal Rights
- Surety Bond
- Insurance
- W-9
- Checklist

### **3. Complete Application**

Upon receipt of the application, the CACFP specialist will review the packet to ensure it is complete. Once the application packet has been reviewed and it is deemed complete, the CACFP specialist has 30 days from the date of receipt to approve the application.

### **4. Incomplete Application**

If it has been determined that the application is missing some information or if any of the information is not completed correctly, the application for sponsorship will be denied. An incomplete application will be returned to the applicant within 30 days of receipt. The applicant must be provided appeal rights along with the notification that the application is being denied. In addition, the applicant must be informed that they can submit a completed application at any time and that they can contact the CACFP specialist for assistance.

## **301. New Providers**

Individuals requesting to become child care home providers will be instructed to contact a child care home sponsor of their choice for guidance. These individuals will be given a list of child care home sponsors from which they can choose. Sponsoring organizations will enter into a written agreement with the provider. The agreement will outline the rights and responsibilities of both parties. This agreement will be developed by the State or by the sponsoring agency upon approval by the State. New providers must provide the sponsoring organization with the following:

**AA Homes**

- Provider Application
- Provider/Sponsor Agreement
- Child Care Standards
- Application for Fingerprint Card
- Health and Fire Inspections
- Income Application (if applicable)
- Child Enrollment Forms
- Reimbursement Option for Tier II Providers (if applicable)
- Notarized Criminal History Certification

**DES, DHS, Military or Tribal Homes**

- Provider Application
- Provider/Sponsor Agreement
- Certificate/License
- Income Applications (if applicable)
- Child Enrollment Forms
- Reimbursement Option

Sponsoring organizations will conduct pre-approval visits for each new provider. The purpose of the visit is:

- To determine eligibility of the provider,
- Inform the new provider about CACFP requirements, benefits and sponsoring organization's policies,
- Explain the sponsoring organization's application and agreement including the rights and responsibilities of the provider and the rights and responsibilities of the sponsoring organization,
- Review the potential providers' food operation to determine if the providers can meet the CACFP requirements with the kitchen facilities available and if the providers can accurately complete the required records, and
- Inform the provider of Tier I determination and/or Tier II reimbursement options.

Upon a pre-approval visit being conducted, the sponsor must document the visit was completed and the information that was covered.

**Note:** A provider can have pre-approval visits from more than one sponsor until the provider signs an agreement with a sponsor.

**302. Renewal**

1. FCCH sponsors are required to renew their organizations every fiscal year. Sponsors must renew their application for participation in CACFP at the end of every fiscal year (Note: fiscal year runs October 1 thru September 30). Sponsors must attend mandatory training in order to receive their renewal packets.

Sponsors must submit the following information to ADE:

- Application Checklist
- Budget Packet
- Balance Sheet
- Press Release
- Management Plan and All Required Attachments
- Child Enrollment Application for State Agency Approval
- Home Review/Monitoring Form for State Agency Approval
- Procurement Standards
- Civil Rights Pre-Award Compliance Review
- List of Providers to Include Name, Mailing Address and Date of Birth of each Provider
- Authorized Principles Letter (2)